



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO 673

February 4, 2008

TO: Iowa Medicaid Providers who have not completed Enrollment Renewal

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Enrollment Renewal Deadline

EFFECTIVE: Immediately

Last spring, the Iowa Medicaid Enterprise (IME) announced the implementation of a new provider agreement. This is the basic agreement for all providers participating in the Medicaid program. The provider agreement was updated to include all federal reporting requirements and to ensure a successful upcoming federal audit. Enrollment Renewal is a requirement for all providers in order to stay active in the Iowa Medicaid program. **IME will terminate Medicaid provider numbers who have not completed this requirement by April 1, 2008. Providers who have not completed enrollment renewal by April 1 will have their Medicaid provider number terminated.**

All Iowa Medicaid Providers (excluding individual Consumer-Directed Attendant Care) that have not completed the Provider Enrollment Renewal process can do so at www.imeservices.org. Individual CDAC providers are allowed a paper enrollment renewal process and should contact IME to determine their enrollment renewal status.

To check the status of your enrollment, login to your account and click on the Verification and Enrollment Renewal tab. If the status of your account says anything other than "Congratulations – the entire Enrollment Renewal process was completed", then your organization has not completed all required steps and must do so. If you do not have an existing account, click on Create Account and the system will walk you through the process. NPI verification is a pre-requisite to the enrollment renewal process.

The final step of the process requires providers to print and mail to IME specific documentation. Numerous providers have completed online steps, but have failed to send in the required supporting documentation.

Once enrollment renewal is completed, your organization is eligible to view remittance advice (RA) statements online at this same website. Access to adjudicated claims from the previous week will be available every Monday morning and RAs for the past two years are available.

If you have any questions regarding this process, or would like to request a hard copy enrollment renewal packet, please contact IME Provider Services at 1-800-338-7909 (option 2), locally in the Des Moines area at 515-725-1004 (option 2), or by e-mail at imerenewal@dhs.state.ia.us.